

Louisiana Public Document Depository Program Advisory Council
Virtual spring meeting – Tuesday, May 28, 2024 – 10:00 a.m.

Council members present:

Sarah Aucoin, St. Tammany Parish Library (Public Libraries representative)
Nickie Blackwelder, Louisiana Tech (Louisiana Tech alternate representative)
Eric Cartier, State Library of Louisiana (Recorder of Documents)
Sarah Katz, Poynter Legislative Research Library (GODORT representative)
Erin LeBlanc, Board of Elementary and Secondary Education (Member at Large representative)
Hans Rasmussen, Louisiana State University (LSU representative)

Council members absent:

Samuel Ayers, State Library of Louisiana (State Library representative)
Fran Norton, Law Library of Louisiana (Special Libraries representative)
Andrea Trantham, Office of the State Register (Agencies representative)

Others present:

Mary Bloomquist, Frazar Memorial Library, McNeese State University
Wendy Bourg, State Library of Louisiana
Kendall Caple, LSU Libraries, Louisiana State University
Jessica Hawkes, Ellender Memorial Library, Nicholls State University
Abigail McCoy, Noel Memorial Library, Louisiana State University Shreveport

Meeting minutes

I. Welcome

- The Chair, Hans Rasmussen, called the meeting to order at 10:08 a.m. Hans confirmed that quorum was established and that the meeting could proceed.

II. Review and approval of minutes from the fall meeting on November 14, 2023

- On the motion of Sarah Katz, and seconded by Hans, the AC approved the minutes of the fall meeting held November 14, 2023.

III. Announcements

- Eric Cartier described the recent Staff Appreciation Day at the State Library
- Abigail McCoy said she has begun weeding the state documents collection at LSU Shreveport
- Mary Bloomquist announced that she will be retiring from McNeese State at the end of June

IV. Old Business

A. LLA 2024 Conference – March 10-12 in Shreveport

- Eric mentioned attending Jessica and Abigail’s presentations, noting that Abigail highlighted specific Louisiana public documents in hers
- Eric said he has been asked to turn his presentation “The LPDDP at 75” into an article for the LLA journal *Louisiana Libraries*

V. New Business

A. Seeking representatives for Academic Libraries and Special Libraries

- Hans said the Academic Libraries spot has been vacant for some time, and that the Special Libraries spot is about to open up. He invited those at the meeting to nominate themselves, or to share the name(s) of anyone who might be interested to join, and to let him or Eric know later.

B. Seeking a Chair and a Secretary

- Hans noted that he is term-limited and will no longer be able to serve as Chair in the new fiscal year. He also pointed out that Eric has been compiling the meeting minutes for the past few meetings, because there has not been a Secretary. Per the Advisory Council bylaws, the members will have to choose a new Chair and a new Secretary once its roster is full.

C. Adding decimal points to LADNs

- Eric presented information about Louisiana Document Numbers (LADNs), which are meant to be read as decimals – digit by digit – but which do not have decimal points. This was upon the request of Technical Services at the State Library. He shared his screen to show “Sample Numbers in 086 and on Spine Labels in Shelf Order” from the State Library’s in-house *Classification Manual for Louisiana Public Documents* (2023). He

also provided quotes about how LADNs are to be read from 2016, 2021, and 2023 versions of that manual. Hans said he did not have a preference for adding decimal points or for keeping LADNs in their current form. Sarah Katz asked whether such a change would have to be retroactively applied, in terms of re-labeling items and updating catalog records; Eric answered he did not know. Wendy Bourg said that implementing such a change even only going forward might be difficult. The attendees did not express interest in forming a subcommittee to further explore the subject.

D. Recorder of Documents report [copied in full below]

Recorder of Documents report

Accomplishments

- Delivered “The LPDDP at 75” program presentation at Louisiana Library Association 2024 Annual Conference
- Delivered “Introduction to the LPDDP” presentation at the Louisiana State Archives at request of State Archivist
- Conducted onsite depository inspections
 - Magale Library at Centenary College
 - Noel Memorial Library at LSU Shreveport
 - Ouachita Parish Public Library
 - Prescott Memorial Library at Louisiana Tech University
 - University Library at University of Louisiana Monroe
- Completed transition to new distribution workflow
- Facilitated major document acquisitions:
 - 18 “Challenges Met, Progress Delivered: 2016-2023” significant accomplishments agency reports
 - 2,011 digitized issues of 24 Louisiana prison publications
- Updated the Core Collection Title List
- Completed the Publications Report Forms Follow-up project
- Filmed the “State Docs 101” video for website

- Continued processing *Executive Orders* and *Proclamations* digital deposits

Challenges

- Pausing uploads to digital archive to resolve issue with stability of links in catalog records
- Ensuring SSL support for digital archive

Goals

In the next six months:

- Make progress on the *Executive Orders* and *Proclamations* digital upload project
- Complete second part of the Digital Collection Stewardship Course
- Conduct onsite depository inspections in central Louisiana
- Update the Documents Specialist and Recorder of Documents in-house manuals
- Update the handbooks for state agencies and depository libraries
- Begin work on annual documents checklists
- Make effective contributions with the State Library's new Outreach Committee

Staff Development

- COMPREHENSIVE PUBLIC TRAINING PROGRAM
 - Louisiana Code of Governmental Ethics
 - ORM Defensive Driving
 - SCS CPTP Preventing Sexual Harassment for All Employees
 - SCS CPTP Supervisor – Preventing Sexual Harassment
 - State Civil Service CPTP Core Capstone
 - Civil Service Essentials for Supervisors
 - Common Myths that Affect Good Supervision
 - Hiring and Retaining Top Talent
 - Leave Management

- Validating Employee Performance
- State Civil Service CPTP Group 1 Capstone
 - Building Trust
 - Change Management
 - Conflict Management
 - Delegating Effectively
 - Developing a Growth Mindset
 - Emotional Intelligence
 - Inspirational Leadership
 - Situational Leadership
 - Top Down Communication
- CONFERENCES
 - Federal Depository Library Conference
 - Louisiana Library Association 2024 Conference
- HUMAN RESOURCES
 - Completed quarterly Safety Meeting reading requirements
 - Be Red Cross Ready: Hurricane Safety Checklist
 - Bloodborne Pathogens Program
 - Hurricane Preparedness
 - Safe Lifting Methods
 - State Library Safety Rules
 - Substance Abuse and Drug-Free Workplace
 - Transitional Return to Work Plan
 - Reviewed General Circular #024-017 – Speaking Publicly on Issues
 - Reviewed PPM #42 – Attendance and Leave Policy and Procedures
- MISCELLANEOUS
 - Read and compiled excerpts from Selecting and Organizing State Government Publications by Margaret T. Lane
- WEBINARS

- Creative Solutions in Cataloging, Acquisitions, and Resource Management (Amigos Library Services)
- FDLP Workshop: Investing in Your Digital Presence (FDLP Academy)
- More Accessible: Beyond PDF As We Know It (Amigos Library Services)
- State Documents Collaborative Group/GODORT-State and Local Documents Interest Group fall meeting
- Using the Phish Alert Button – Report Suspicious Emails Using Microsoft Outlook (KnowBe4)

[End of report]

VI. Adjournment

- Hans adjourned the meeting at 10:43 a.m.